



Planning and Building Department
276 Fourth Avenue • Chula Vista CA • 91910
(619) 691-5007 • FAX (619) 585-5681

VelocityHall™ (Internet Permits)

Thank you for your interest in internet permits. The City of Chula Vista uses Accela's VelocityHall™ for its' internet permit program. The website address for VelocityHall™ is www.accela.com/velocityhall/. VelocityHall™ allows building permit research, inspection scheduling and issuance of minor residential permits via the internet.

Who can use VelocityHall™

Anyone can log on to the website and research permits. However, to schedule inspections or pull minor residential permits you must be a licensed contractor and register with Accela and the City of Chula Vista (registration instructions shown below).

Usage Fees

There are no usage fees to research permits or schedule inspections. Usage fees to pull a permit via VelocityHall™ are \$5.00 per transaction plus 13% of the permit fee. All fees must be paid for by VISA or MasterCard.

Permit Research

To access VelocityHall™ for building permit research go to the website, click on "Check/Research a Permit" and follow the prompts. Permits can be researched by address, permit number or state contractor's license number.

Note: Building permit history only goes back to December 1992.

Inspection Scheduling

To schedule inspections using VelocityHall™ you must be a licensed contractor and be registered in the program. Once registered go to the website, click on "Check/Schedule Inspections" and follow the prompts.

Minor Residential Permits

The following minor residential permits can be pulled via VelocityHall™ - temporary power, electrical service upgrade, electric meter reset, miscellaneous wiring, water heater replacement, water line repair or alteration, gas meter reset, gas line repair or alteration, installation or replacement of FAU and A/C units.

Registration Instructions - If you are a licensed contractor, register with Accela and the City Of Chula Vista to use VelocityHall™.

Register with Accela:

1. Log on to www.accela.com/velocityhall/
2. Select California - Chula Vista
3. Click on GO.
4. Click on My Permit Manager.
5. Click on Register here.
6. Complete the My Permit Manager New User Registration information and submit to Accela.
7. When registration with Accela is complete, Accela will send you an e-mail confirmation.

Register with the City Of Chula Vista

1. Complete the Internet Permitting Form (located on reverse of this sheet).
2. The city will verify your state contractor's license number and Chula Vista business license number.
3. Once authorized to use VelocityHall™ for Chula Vista we will send you an e-mail confirmation.

Should you have any questions or require further assistance please do not hesitate to contact us.